

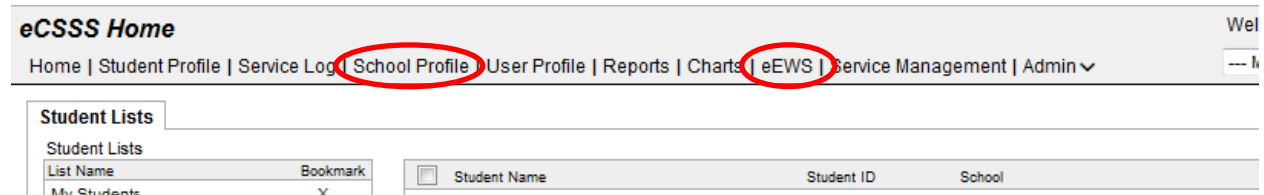
## eCSSS Early Warning System Reports

This document provides instructions for where to find the early warning system (EWS) reports in eCSSS.

### Where to find the reports:

Login to eCSSS here: <https://ecsssonline.k12.hi.us/pages/login.aspx>

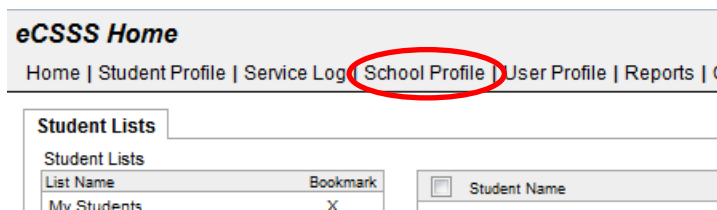
After you login, you will be directed to the eCSSS homepage. You can access EWS reports via both the **School Profile** and **eEWS** menus at the top of the page.



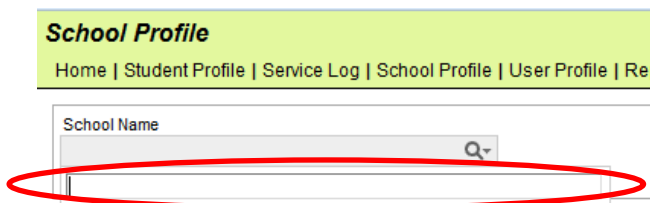
School Profile reports display **schoolwide** data, while eEWS reports allow you to filter by **teacher**.

### Accessing the School Profile EWS reports:

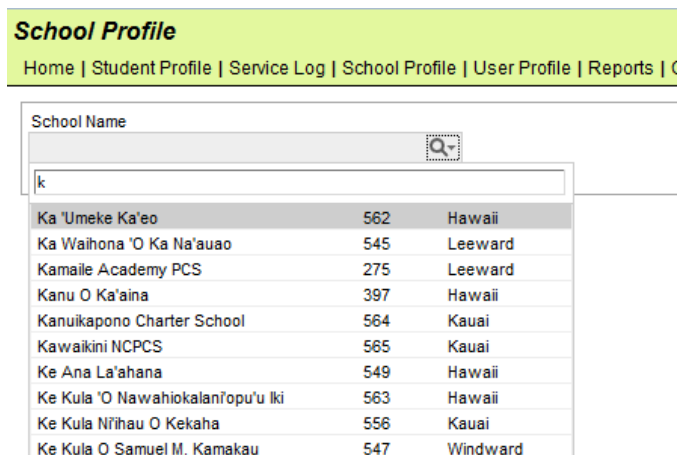
1. Click on “School Profile.” This will take you to the School Profile search page.



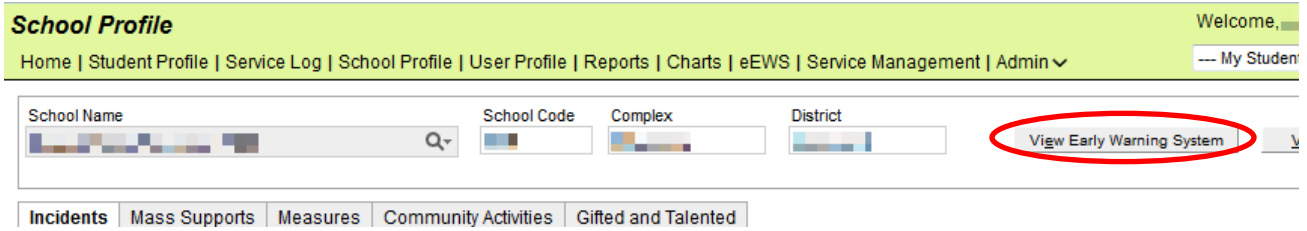
2. In the School Profile search page, click in the grey search box under “School Name” and enter the first few letters of your school’s name in the white text field that appears below.



3. Select your school’s name from the list that appears. This will take you to your school’s School Profile page.

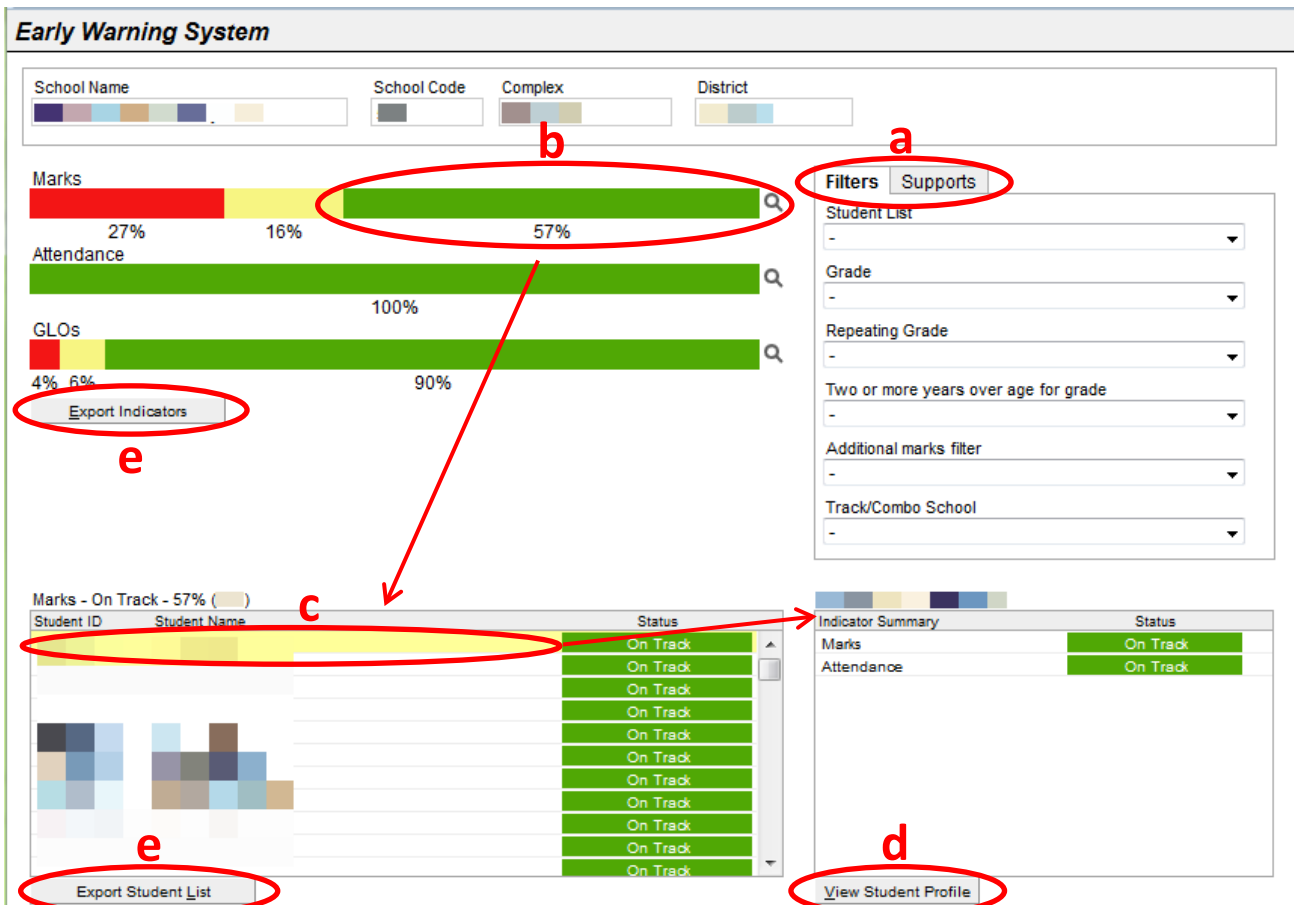


- In your school's School Profile page, click on the "View Early Warning System" button at the top right. This will open your school's Early Warning System report in a separate window.



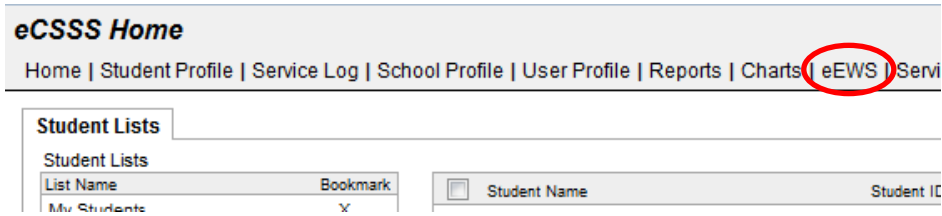
- In your school's Early Warning System report, you can:
  - Use the "Filters" and "Supports" options on the right to filter the schoolwide information.
  - Click on a section of a bar graph to reveal a list of the students represented. This information will appear in a new table at the bottom left of the EWS report window.
  - Click on a student's name to reveal information about that student (the selected row will appear yellow). This information will appear in a new table at the bottom right of the EWS report window.
  - Click on the "View Student Profile" button to go to the student's Student Profile page.
  - Click on the "Export Indicators" and "Export Student List" buttons to export data to an Excel spreadsheet to be printed, etc.

*NOTE: The information in eCSSS is legally privileged and confidential and is intended only for use by specific authorized school personnel in the course of fulfilling their job responsibilities. Disclosing, using or altering this information without proper authorization is prohibited.*



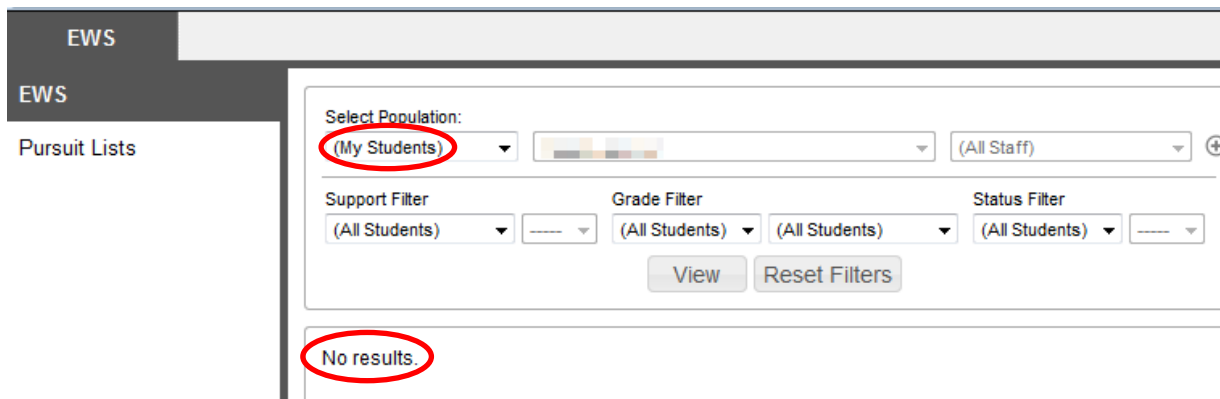
## Accessing the eEWS reports:

1. Click on “eEWS.” This will open your eEWS report in a separate window.

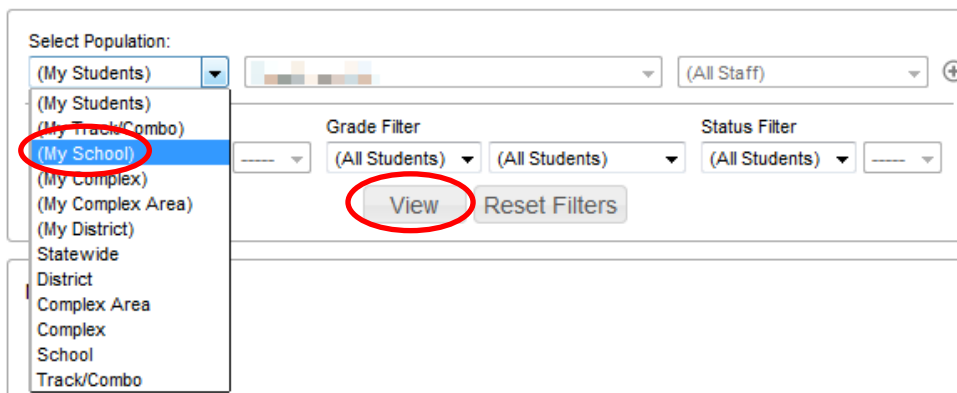


2. When your eEWS report opens, the default target population will be “(My Students)” and the report will display those students who are assigned to you.

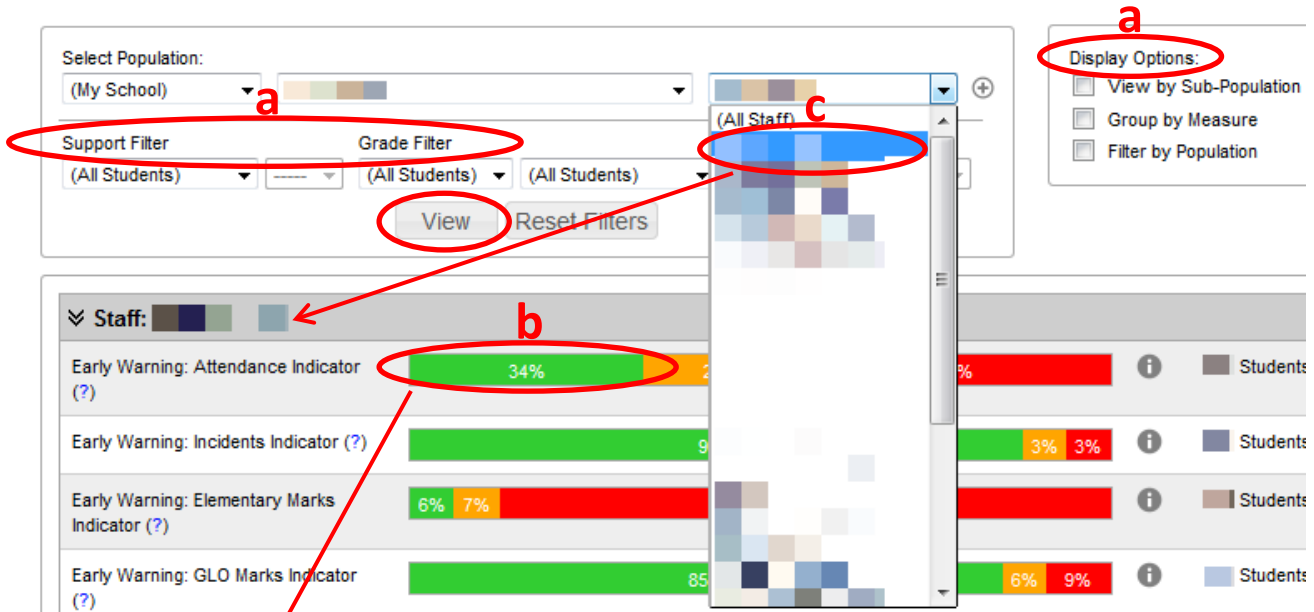
If there are no students assigned to you (e.g., you are an administrator rather than a classroom teacher), then the report will show “No results.”



3. To view information about all students at your school, select “(My School)” from the top left drop-down menu and click the “View” button.



4. In the (My School) view, you can:
  - a. Use the “Filters” and “Display Options” to filter the information. Select your desired filters and click the “View” button.
  - b. Click on a section of a bar graph to reveal information about the individual students represented. This will open a Drill Down report in a separate window.
  - c. View information about a particular teacher’s assigned students. Select the teacher’s name from the top right drop-down menu (the selected name will appear blue) and click the “View” button. This information will appear in a table at the bottom of the eEWS report window.



5. In the Drill Down report, you can:

- a. View information about individual students.
- b. Click on the “+” symbol (which will change it to a “-” symbol) to the left of a student’s name to expand an individual student record and view additional information.
- c. Click on a student’s name to view an individual Student Dashboard report. This report will open in a separate window.

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### Drill Down

eEWS for DOE - Early Warning: Attendance Indicator

Early Warning measure, specifically in the Attendance area. Measure shows results in four groups (see Legend), with the intent to address signs of need in their early stages.

34.3% ✔ On-Track  
 21.8% ⚠ Approaching Off-Track  
 44.0% ⊘ Off-Track  
 0.0% ○ No Data

School: ■ ■ ■ ■ ■

Filter: All ✔ ⚠ ⊘ ○ 315 Results Page 1 of 4 1 2 3 > Last >

Student	Student ID	Birth Date	Status	Absence %
<span style="color: green;">✔</span> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span>				
<div style="border: 1px solid gray; padding: 5px;"> <p>School Year <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>School <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Grade <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Supports <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Statuses <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Week Number <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Total Instructional Days <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Total Absent Days <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>Absence % <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> <p>School Percentage <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span></p> </div>				
<span style="color: green;">✔</span> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: yellow;">■</span> <span style="color: red;">■</span> <span style="color: gray;">■</span>				